

# FIR04/FIR04A Contract User Guide

## FIR04/FIR04A: Public Safety Equipment, Supplies, Services and Repairs

UPDATED: 3/22/18

<b>Contract #:</b>	FIR04 & FIR04A
<b>MMARS MA #:</b>	FIR04*& FIR04A*
<b>Initial Contract Term:</b>	1/1/2016 to 12/31/2017
<b>Maximum End Date:</b>	12/31/2020
<b>Current Contract Term:</b>	1/1/17 to 12/31/2018
<b>Contract Manager:</b>	Stephen Lyons, 617-720-3373, <a href="mailto:steve.lyons@state.ma.us">steve.lyons@state.ma.us</a>
<b>This Contract Contains:</b>	Prompt Pay Discounts (PPD), Volume Purchase Discounts (VPD), Dock Delivery Discounts (DDD), and Supplier Diversity Office (SDO) Vendors
<b>UNSPSC Codes:</b>	Fire: 46-16-00, 46-19-00; EMS: 42-17-00; Police: 46-20-00, 92-10-15, 92-11-15; Marine: 25-11-00, 92-12-19

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Pricing, Quote, and Purchase Options](#)
- [Delivery](#)
- [Emergency Services](#)
- [Instructions for MMARS Users](#)
- [How to Purchase from the Contract in COMMBUYS](#)
- [Additional Information](#)
- [Strategic Sourcing Team Members](#)
- [Vendor List and Information](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

### Contract Summary

This contract covers a large variety of Public Safety Equipment, Supplies, Services, and Repairs which are available from a broad variety of authorized dealers representing various manufacturers. There are five (5) categories available.

# FIR04/FIR04A Contract User Guide

## Contract Categories

This contract includes 5 categories of Public Safety Equipment, Supplies, Services and Repairs as listed below.

- Category 1: Fire Equipment & Supplies
- Category 2: EMS Equipment & Supplies
- Category 3: Police Equipment & Supplies
- Category 4: Marine Equipment & Supplies
- Category 5: Services & Repairs

## Fire Equipment & Supplies

Turnout gear, station work uniform, forestry clothing, self-contained breathing apparatus (SCBA), water applications, power tools, hand tools, specialty equipment (i.e. municipal fire alarm equipment and signaling, receiving and cabling and emergency vehicle lighting) and not limited to the items identified. (All vehicles excluded).

## EMS Equipment & Supplies

Any equipment used for first responding EMT paramedic level, excluding all vehicles.

## Police Equipment & Supplies

Night vision binoculars, breathalyzers, visibility clothing, firearms lockers, patrol car recording devices, gloves, knee pads, helmets, handcuffs, tactical mirrors, vehicle emergency lights, sirens, body cameras, body armor etc. and not limited to the items identified above. (Excluded from this contract are the following: weapons, ammunition, lethal and less than lethal munitions, and all vehicles).

## Marine Equipment & Supplies

Equipment and supplies for the Maritime Incident Response Teams for port security, incident response, water training events, etc. Dry suits, multi-threat suits, personal floatation devices (PFDs), emergency position indicator radio beacons (EPIRBs), dry bags, marine ropes, re-breather apparatus, marine communication equipment, waterproof night vision cameras, marine locator equipment and not limited to the items identified. (All boats and vehicles excluded).

## Repairs and Services

Services and/or repairs on any or all of the items listed above.

**PLEASE NOTE:** The items identified below **cannot** be purchased under the FIR04/FIR04A Public Safety Equipment, Supplies, Services and Repairs statewide contract:

- Firearms, Ammunitions, Related Training Products, Services Accessories and Less than Lethal Munitions, Tasers, etc.
- All vehicles including fire trucks and boats

# FIR04/FIR04A Contract User Guide

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

The statewide contract covers a broad array of public safety equipment, parts & services available through various authorized dealers of listed manufacturers. Competitive Pricing – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive discounts for the manufacturers being offered. Additional discounts are available, such as prompt pay discount, volume purchase discounts and or dock delivery discounts. Complete award information for awarded contractors is located in COMMBUYS <https://www.commbuys.com/bso/advsearch/buyerAdvancedSearch.sdo> please see instruction below for how to obtain the contract information in COMMBUYS.

**Selection of EPP Equipment** – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for FIR04/ FIR04A to find related "Conversion Vendor" Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

# FIR04/FIR04A Contract User Guide

## Pricing, Quote, and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

### Pricing Options

Pricing and buying details: All contract manufacturers' pricing/discounts listed **MUST** remain firm through 12/31/18 for all listed contractors. Users may obtain manufacturer's price list by references contractor's attachments in COMMBUYS or by directly contacting the contractor.

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price.

### Obtaining Quotes

Contract users should always reference **FIR04/FIR04A** when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

### Commonwealth Agency Quote Requirements:

- **PLEASE NOTE:** Any purchase totaling \$10,000 dollars or less will **NOT** require three (3) quotes. Departments are only required to solicit at least three (3) quotes if the bid/procurement spend total is over \$10,000 dollars.
- If the total spend is over \$10,000 then customers are required to obtain at a minimum at least three (3) quotes through the requisition process in COMMBUYS from contractors listed to determine which contractor can provide the best value for the equipment/supplies/related repairs and services being purchased.
- **THIS REQUIREMENT IS FOR COMMONWEALTH EXECUTIVE AGENCIES ONLY. OTHER ENTITIES DO NOT HAVE A QUOTE REQUIREMENT BUT ARE ENCOURAGED TO GET MULTIPLE QUOTES TO ENSURE THE BEST POSSIBLE PRICING ON CONTRACT.**

### Prevailing Wage Requirements

If applicable, the buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at 617-626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

# FIR04/FIR04A Contract User Guide

## Returned Goods Policy

Contract users must not accept the delivery of any product that is visibly damaged. Product must be inspected upon receipt of delivery. If a product fails inspection by the receiving facility, the product must be rejected and the contractor(s) must replace the product immediately at no additional expense to the facility

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Delivery

All quotations shall be FOB destination. The term FOB destination shall mean delivered and unloaded to all the Commonwealth Departments, cities, towns and/or Political Subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the contractor(s).

The contractor(s) must deliver goods to the Department requesting the goods within 30 days after receipt of order (A.R.O.). Items delivered after 30 business days may be deemed unacceptable and returned to the contractor at no cost to the Commonwealth. Delivery arrangements for custom-made items may be made by mutual agreement between purchasing Department and contractor(s). **FAILURE TO DELIVER ON TIME MAY RESULT IN TERMINATION OF CONTRACT.**

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

## Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than six (6) months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

# FIR04/FIR04A Contract User Guide

## How to Purchase From the Contract in COMMBUYS

### Summary

There are 63 vendor Master Blanket Purchase Order (MBPO) pages and one “Conversion Vendor” master page on COMMBUYS. Buyers are able to use the conversion vendor to solicit multiple quote responses from vendors on contract. Buyers will then have the option to complete their order from their quote or generate a purchase order/release requisition using the vendor’s individual MBPO page and attach the information.

### Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

### Solicit quotes and select and purchase quoted item in COMMBUYS

FIR04/FIR04A has a “Solicitation Enabled” master MBPO page on COMMBUYS. Buyers can distinguish this page by the “Conversion Vendor” vendor name. This page allows COMMBUYS users to obtain quotes from multiple vendors at once. The buyer would create a Release Requisition and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

### Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

All vendor MBPO pages have a \$0.00 line item for placing orders. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

### Select items from a Punch-out catalog and purchase through COMMBUYS

Punch-out catalogs integrate a vendor’s website with COMMBUYS. Buyers may access available punch-out catalogs by logging into COMMBUYS and selecting the G2B Punch-out option from the settings menu (⚙️) in the upper right hand corner.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu

### Job Aids for Buyers

Buyers are encouraged to review available job aids at our webpage here: <https://www.mass.gov/service-details/job-aids-for-buyers>.



# FIR04/FIR04A Contract User Guide

## Additional Information

### Product Specifications

All products through the contract must meet the latest regulatory guidelines and any amendments therein in the areas of Fire/EMS, Police, Rescue Equipment and Supplies as promulgated under, but not limited to OSHA, NFPA, UL and ASTM. User departments may request contractors to provide a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L Ch. 111F, SS8,9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. Copies of these regulations may be obtained at the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA 02113 617-727-2831.

### Performance Bond

User Departments may request and require contractors to furnish a performance and/or labor and materials bond, in a form and with surety satisfactory to the end user for those orders in the amount of \$100,000 or more. The contractor(s) shall be responsible for the cost of the bond(s).

### Adding/Removing Products

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract. **NO PRODUCTS MAY BE ADDED WITHOUT APPROVAL OF THE SSST AND SSSL.**

### Warranty/Repairs and Services

To maintain operational performance during the warranty period the contractor(s) shall be responsible for providing a loaner equal to the purchased item, until it is replaced or returned in satisfactory condition, in circumstances where the item is contingent to the buying Department's operation. The contractor will further agree to replace the same, at no cost to the buying Department for labor or materials, if said item fails to meet said specifications within one year after installation. If, after three (3) service calls for the same fault, the item cannot be returned to full operations, then the item will be replaced by the contractor at no cost to the buying Department. The buying Department will **NOT** be responsible at any time during the warranty period for pickup and delivery. **UPON EXPIRATION OF THE WARRANTY PERIOD ARRANGEMENTS BETWEEN CONTRACTOR AND THE BUYING DEPARTMENT WILL PREVAIL.**



# FIR04/FIR04A Contract User Guide

## Special Offers

Contractors MUST extend manufacturer's special offers such as but not limited to: rebates, special promotional programs, manufacturing, distribution and/or raw materials. Percent off discounts do not include any special manufacturer educational discounts. If applicable, discounts should be made available and identified to the procuring Departments.

## Technical Assistance

Throughout the life of the contract, contractors will be responsible, upon request, to provide on-site technical assistance or training for any item contained within the scope of the contract, for 90 days or as needed from the date of receipt of goods.

## Inspection and Examination

Contractors may be required during the life of the contract to provide samples within ten (10) calendar days to the requesting Department for inspection of quality, construction, and or design, etc. Samples will be returned to contractors by requesting department upon the completion of the evaluation. All samples will be provided at no charge to the Commonwealth.

## Trade-ins

Contractors that agree to accept trade-ins must negotiate in good faith with Departments trade in value at the time of trade-in. Contractors awarded a contract MUST accept Fire, EMS, Police, Marine Equipment, etc. trade-ins that are an equal of the product being purchased.

Any type of vehicle (i.e. cars, cruisers, trucks, fire trucks, etc.) **IS EXCLUDED** from being used as a trade by any eligible entity. Vehicles may not be accepted as trade-ins from any eligible entity using this statewide contract to purchase and/or obtain any commodities or services.

## Product Liability

All items must be covered by a Manufacturer's product liability insurance.

## Fuel surcharge provisions

Contractors cannot charge any additional fuel surcharges on any order received from eligible entities under this statewide contract. Department will NOT be required to pay any addition fuel surcharges upon receipt of contractors invoicing.

## Performance Requirements and Specifications

The "Performance Requirements and Specification" provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract. Please reference this document to ensure compliance when obtaining equipment, parts or services from contractors. These specifications are located under the "Attachment" tab of COMMBUYS

<https://www.commbuys.com/bso/advsearch/buyerAdvancedSearch.sdo>.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 8 of 16



# FIR04/FIR04A Contract User Guide

## Product Specifications, including Environmental Standards and Requirements

**Selection of EPP Equipment** – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

## Warranties

Warranty/Repairs and Services - To maintain operational performance during the warranty period the contractor(s) shall be responsible for providing a loaner equal to the purchased item, until it is replaced or returned in satisfactory condition, in circumstances where the item is contingent to the buying Department's operation. The contractor will further agree to replace the same, at no cost to the buying Department for labor or materials, if said item fails to meet said specifications within one year after installation. If, after three (3) service calls for the same fault, the item cannot be returned to full operations, then the item will be replaced by the contractor at no cost to the buying Department. The buying Department shall NOT be responsible at any time during the warranty period for pickup and delivery. UPON EXPIRATION OF THE WARRANTY PERIOD ARRANGEMENTS BETWEEN CONTRACTOR AND THE BUYING DEPARTMENT WILL PREVAIL.

## Discount Opportunities

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount is provided to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

## If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's catalog, price sheet, or Punch-out it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings with prior approval of the Contract Manager.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.



# FIR04/FIR04A Contract User Guide

---

## Strategic Sourcing Team Members

- Julie Walrath, Dept. of Fire Services
- Michele Hebert, Dept. of Fire Services
- Nancy Fitzgerald, Dept. of Fire Services
- Paula Daggett, Dept. of Correction
- Brian Kearnan, Dept. of Correction
- Robert Kelley, Mass. State Police
- Ann Meagher, Mass. State Police
- James Murphy, Dept. of Correction
- Robert Outwater Mass, State Police
- John Reardon, Environmental Law Enforcement
- Michael Wilmot, Mass. State Police
- Robert Wong, Environmental Law Enforcement
- Paul Wosny, Mass. State Police

## Manufacturer's Suggested Retail Price (MSRP) Files on COMMBUYS

Most vendors have numerous MSRP reference files on COMMBUYS that are outdated. Due to limitations with COMMBUYS it is unlikely that all of these files will be updated. Buyers may request that a vendor provides the current MSRP at the time of quote. Buyers should always refer to the vendor's awarded price file in Excel to confirm they are honoring their discount percentage off of MSRP and are awarded to sell this manufacturer. Any disputes pertaining to MSRP files on COMMBUYS should be communicated to the OSD Contract Manager.

# FIR04/FIR04A Contract User Guide

## Vendor List and Information\*

Vendor List and Contract Information For full statewide contracts details please click on the PO identified for the vendor listed. This link should provide the entire detailed information as it relates to each contractors award information.

Vendor	MBPO#	MMARS Vendor Code Vendor Line (VL)	Awarded Categories	Contact Person Phone Email	Discounts <i>Prompt Pay (PPD), Volume Purchase (VPD), and Dock Delivery (DDD)</i>
Adamson Industries Corp.	<a href="#">PO-15-1080-OSD03-OSD03-00000003163</a>	VC6000179003 VL1	ALL	Kim Contarino 978-681-0370 <a href="mailto:kcontarino@adamsonindustries.com">kcontarino@adamsonindustries.com</a>	PPD: 2% - 10 days VPD: Reference vendor price list DDD: 2% offer
Airgas, Inc. <i>Punch-out available on COMMBUYS</i>	<a href="#">PO-16-1080-OSD03-SRC02-00000005499</a>	VC0000647589 VL45	ALL	Naomi Albright 855-625-5285 ext. 4805 <a href="mailto:naomi.albright@airgas.com">naomi.albright@airgas.com</a>	PPD: 1% - 10 days VPD: Willing to negotiate
All Sports - Heroes Uniforms, Sporting Goods & Promotions <i>Vendor Sells Body Armor</i>	<a href="#">PO-15-1080-OSD01-OSD10-00000003254</a>	VC6000161432 VL28	3	Mike McAtamney 978-452-1976 ext. 352 <a href="mailto:mmcatamney@allsportsheroes.com">mmcatamney@allsportsheroes.com</a>	PPD: 1.5% - 10 days, 1% - 15 days, 0.5% - 20 days
All-Comm Technologies, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003151</a>	VC6000174957 VL2	ALL	Paul Boudreau 781-289-3000 <a href="mailto:pdourdrea@allcomm1.com">pdourdrea@allcomm1.com</a>	PPD: 2% - 10 days VPD: 2% - 5% vary check with vendor DDD: 2% offer
American Fire Equipment Co.	<a href="#">PO-15-1080-OSD03-OSD03-00000003135</a>	VC6000159915 VL19	ALL	Timothy P. O'Brien 508-238-3800 <a href="mailto:tim@amfire.net">tim@amfire.net</a>	PPD: 2% - 10 days, 1% - 30 days
Apollo Safety Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003158</a>	VC6000181012 VL29	ALL	Tracy L. Carvalho 508-673-2544 <a href="mailto:tracy@apollosafety.com">tracy@apollosafety.com</a>	PPD: 2% - 10 days, 1% - 15 days, 0.5% - 20 days, 0.2% - 30 days VPD: 1% offer DDD: 1% offer
Atlantic Tactical, Inc. <i>Vendor Sells Police Body Cameras</i>	<a href="#">PO-15-1080-OSD03-OSD03-00000003128</a>	VC0000731250 VL20	1, 2, 3, and 4	Thomas Caruso 717-774-3330 ext. 1142 <a href="mailto:tcarus@atlantictactical.com">tcarus@atlantictactical.com</a>	PPD: 2% - 10 days VPD: 2% on order over \$10,000 DDD: 2%
B & B Engineering/LW Bills	<a href="#">PO-15-1080-OSD03-OSD03-00000003165</a>	VC600017495 VL 3	1, 2, 3, and 5	Dan Dinwiddie and Dottie Cate 978-352-6660 <a href="mailto:lwibills@comcast.net">lwibills@comcast.net</a>	PPD: 2% - 10 days VPD: 5% on selected items DDD: 2% offer
Bergeron Protective Clothing	<a href="#">PO-15-1080-OSD03-OSD03-00000003157</a>	VC0000525976 VL4	ALL	Richard Hills Grove 603-736-8500 <a href="mailto:rich@bergeronprotectiveclothing.com">rich@bergeronprotectiveclothing.com</a>	PPD: 1% - 10 days VPD: Available - VPD can be substantial by manufacturer. Bergeron may be able to provide special pricing to end user. DDD: 1% offer
Body Armor Outlet, LLC <i>Vendor Sells Body Armor</i>	<a href="#">PO-15-1080-OSD03-OSD03-00000003126</a>	VC0000766104 VL44	ALL	Chris Drake 781-350-4420 <a href="mailto:cdrake@bodyarmoroutlet.com">cdrake@bodyarmoroutlet.com</a>	PPD: 1% - 10 days, 0.5% - 15 days, 0.25% - 20 days, 0.01% - 30 days VPD: 1% at \$40,000

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 11 of 16



OPERATIONAL SERVICES DIVISION

# FIR04/FIR04A Contract User Guide

Vendor	MBPO#	MMARS Vendor Code Vendor Line (VL)	Awarded Categories	Contact Person Phone Email	Discounts <i>Prompt Pay (PPD), Volume Purchase (VPD), and Dock Delivery (DDD)</i>
Brigham Industries, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003153</a>	VC6000248327 VL5	ALL	Jody Bagdis 508-795-7905 <a href="mailto:jbagdis@brighamindustries.com">jbagdis@brighamindustries.com</a>	PPD: 2% - 10 days, 1% - 15 days VPD: 2% discount on orders exceeding \$150,000 on a single purchase DDD: 2% discount on orders exceeding \$150,000 on a single purchase
C & S Specialty, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003147</a>	VC6000197200 VL21	1, 2, and 5	Pat Brunnette 401-769-2260 <a href="mailto:info@csspecialty.com">info@csspecialty.com</a>	PPD: 1% - 10 days VPD: Call for discount
Canberra Industries	<a href="#">PO-15-1080-OSD01-OSD10-00000003259</a>	VC6000201249 VL32	1 and 5	Michele D. Tangredi 508-769-2537 <a href="mailto:customersupport@canberra.com">customersupport@canberra.com</a>	PPD: 1% - 10 days
Capone Communications	<a href="#">PO-15-1080-OSD01-OSD10-00000003255</a>	VC0000764980 VL36	1 and 5	David Capone 508-528-2239 <a href="mailto:david@caponecommunications.com">david@caponecommunications.com</a>	PPD: 2% - 10 days, 1% - 15 days, 0.5% - 20 days VPD: 2% offer based on 100 unit count DDD: 2% offer
Central Equipment Co.	<a href="#">PO-15-1080-OSD03-OSD03-00000003162</a>	VC6000064682 VL30	ALL	Laura Dawicki 508-758-3758 <a href="mailto:laurad@central-equipment.net">laurad@central-equipment.net</a>	PPD: 1% - 15 days
<i>Colonial Ford dba</i> Colonial Municipal Group <b>Vendor Sells Body Armor</b> <b>Vendor Sells Police Body Cameras</b>	<a href="#">PO-15-1080-OSD03-OSD03-00000003141</a>	VC7000073972 VL6	ALL	Clay Chase 508-494-6699 <a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	PPD: 1% - 10 days, 0.5% - 15 days VPD: Varies depending on size of order DDD: 2% offer
Common Cents EMS Supply, LLC	<a href="#">PO-15-1080-OSD03-OSD03-00000003131</a>	VC0000765271 VL42	1, 2, 3, and 5	Charlie Martindale 866-388-4599 <a href="mailto:cmartindale@savelives.com">cmartindale@savelives.com</a>	PPD: 1% - 10 days
Comtronics Corporation	<a href="#">PO-15-1080-OSD03-OSD03-00000003149</a>	VC6000176000 VL7	1, 2, 3, and 5	Catherine Leonard 617-770-0212 <a href="mailto:itt40@radioshop.com">itt40@radioshop.com</a>	PPD: 1% - 10 days, 1.5% - 15 days, 1% - 20 days VPD: For selected manufacturers there are additional discounts for purchases over 25, 50, 75, and 100+ units
Cyber Communications Inc. <b>Vendor Sells Police Body Cameras</b>	<a href="#">PO-15-1080-OSD03-OSD03-00000003150</a>	VC6000197827 VL8	ALL	John Connolly 781-647-1010 <a href="mailto:jconnolly@cybercomminc.com">jconnolly@cybercomminc.com</a>	PPD: 2% - 10 days, 1% - 15 days, 1% - 20 days, 0.5% - 30 days VPD: Additional 2% off on 100 units or more DDD: 2% offer
Doughboy Police and Fire Supply <b>Vendor Sells Body Armor</b>	<a href="#">PO-15-1080-OSD03-OSD03-00000003145</a>	VC6000178232 VL22	1, 2, 3, and 5	Mary Goodwin 781-878-0302 <a href="mailto:sales@doughboyuniforms.com">sales@doughboyuniforms.com</a>	PPD: 2% - 10 days VPD: Offer 3% - 250 pcs or more
Easton Electronics Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003159</a>	VC6000169989 VL23	1 and 5	Mark Westcott 781-298-7344 <a href="mailto:mw@easton-electronics.com">mw@easton-electronics.com</a>	PPD: 3% - 10 days, 2% - 20 days, 1% - 30 days VPD: Volume Purchase Discount Offer 2% over \$75,000
FDSS, LLC	<a href="#">PO-15-1080-OSD03-OSD03-00000003161</a>	VC0000526593 VL9	1 and 5	Alex McCurdy 978-758-1122 <a href="mailto:alexmccurdy.fdss@yahoo.com">alexmccurdy.fdss@yahoo.com</a>	PPD: 3% - 10 days, 1% - 15 days VPD: 12 or more fire apparatus pump service tests deduct 5% 42 or more pump training students deduct 5%

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 12 of 16

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | [www.mass.gov/osd](http://www.mass.gov/osd)



OPERATIONAL SERVICES DIVISION

# FIR04/FIR04A Contract User Guide

Vendor	MBPO#	MMARS Vendor Code Vendor Line (VL)	Awarded Categories	Contact Person Phone Email	Discounts <i>Prompt Pay (PPD), Volume Purchase (VPD), and Dock Delivery (DDD)</i>
Fire Equipment, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003166</a>	VC6000156589 VL11	1, 4, and 5	William Murphy 781-391-8050 ext. 328 <a href="mailto:bmurphy@firefire.com">bmurphy@firefire.com</a>	PPD: 2% - 10 days VPD: available based on volume – call vendor DDD: 1% offer
Fire Tech and Safety of New England	<a href="#">PO-15-1080-OSD03-OSD03-00000003155</a>	VC6000007163 VL12	ALL	Matthew L. Wicks 978-649-6800 <a href="mailto:mwicks@firetechusa.com">mwicks@firetechusa.com</a>	PPD: 3% - 10 days, 2% - 15 days, 1% - 20 days VPD: 2% offer DDD: 2% offer
Firematic Supply, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003132</a>	VC6000210474 VL24	1, 2, 3, and 5	Charlie Poirier 978-422-1588 <a href="mailto:cpoirier@firematic.com">cpoirier@firematic.com</a>	PPD: 1% - 10 days
Fisher Scientific <i>Vendor Sells Body Armor</i>	<a href="#">PO-15-1080-OSD03-OSD03-00000003144</a>	VC6000229734 VL33	ALL	Christine Shipley 724-517-2294 <a href="mailto:christine.shipley@thermofisher.com">christine.shipley@thermofisher.com</a>	PPD: 0.05% - 10 days
Galls, LLC	<a href="#">PO-15-1080-OSD03-OSD03-00000003129</a>	VC0000458460 VL31	ALL	Keith Wallace 800-876-4242 ext. 2198 <a href="mailto:wallace-keith@galls.com">wallace-keith@galls.com</a>	PPD: 1% - 30 days VPD: 2% off \$5,000, 4% off \$10,000, and 7% off \$20,000
Goosetown Enterprises, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003134</a>	VC0000732803 VL18	ALL	Addie Izquierdo 860-528-7500 <a href="mailto:addie@goosetown.com">addie@goosetown.com</a>	PPD: 3% - 10 days, 1.5% - 15 days, 0.5% - 20 days
Harrison Shrader Enterprises, LLC	<a href="#">PO-15-1080-OSD03-OSD03-00000003164</a>	VC0000770336 VL48	ALL	Bill Shrader 207-312-4991 <a href="mailto:bill@hsefiresafety.com">bill@hsefiresafety.com</a>	PPD: 2% - 10 days VPD: 15% offer on large orders
<i>Morning Pride Manufacturing LLC dba</i> Honeywell First Responder Products	<a href="#">PO-15-1080-OSD03-OSD03-00000003156</a>	VC6000236014 VL34	1	Holly Black 937-264-2662 ext. 246 <a href="mailto:holly.black@honeywell.com">holly.black@honeywell.com</a>	PPD: 1% - 30 days VPD: Discount offer over \$100,000 spend
Industrial Protection Services	<a href="#">PO-15-1080-OSD03-OSD03-00000003146</a>	VC6000164653 VL10	1 and 5	Cindy Murphy 978-657-4740 <a href="mailto:cmurphy@ipp-ips.com">cmurphy@ipp-ips.com</a>	PPD: 1% - 10 days VPD: Orders in excess of \$250,000 may be eligible for 1% volume discount. Exclusion may apply DDD: 2% offer
Keane Fire & Safety Equipment Co., Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003136</a>	VC6000162709 VL25	1 and 5	Beth Hayes 781-899-6565 ext. 113 <a href="mailto:bhayes@keanefire.com">bhayes@keanefire.com</a>	PPD: 2% - 10 days
Marcus Communications	<a href="#">PO-15-1080-OSD03-OSD03-00000003139</a>	VC0000764973 VL37	ALL	Michael Bula 860-646-1839 <a href="mailto:mike@marcusradio.com">mike@marcusradio.com</a>	PPD: 2% - 10 days, 1.5% - 15 days VPD: 1% to 3% will offer discount on an order by order basis DDD: 2% offer
MHQ /Natick Auto <i>Vendor Sells Body Armor</i> <i>Vendor Sells Police Body Cameras</i>	<a href="#">PO-15-1080-OSD03-OSD03-00000003143</a>	VC6000158713 VL13	3 and 5	Michael Fratoni 508-573-2655 <a href="mailto:mfratoni@mhq.com">mfratoni@mhq.com</a>	PPD: 0.25% - 10 days VPD: Up to 5% discount- discount will apply on a case by case basis DDD: Up to 5% discount – discount will apply on a case by case basis

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 13 of 16

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | [www.mass.gov/osd](http://www.mass.gov/osd)

# FIR04/FIR04A Contract User Guide

Vendor	MBPO#	MMARS Vendor Code Vendor Line (VL)	Awarded Categories	Contact Person Phone Email	Discounts <i>Prompt Pay (PPD), Volume Purchase (VPD), and Dock Delivery (DDD)</i>
New England Fire Equipment & Apparatus	<a href="#">PO-15-1080-OSD01-OSD10-00000003660</a>	VC0000458080 VL43	ALL	Richard Peck 401-636-1585 <a href="mailto:nefea@aol.com">nefea@aol.com</a>	PPD: 2% - 10 days, 1% - 30 days VPD: 2% offer
Northeast Rescue Systems Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003154</a>	VC6000185170 VL14	1, 2, 3, and 5	Dorothy O'Connor 617-325-3993 <a href="mailto:info@northeastrescue.com">info@northeastrescue.com</a>	PPD: 0.5% - 10 days VPD: Varies depending on quantity and manufacturer
Northeast Two Way Radio Corp.	<a href="#">PO-15-1080-OSD01-OSD10-00000003221</a>	VC6000159774 VL15	1, 2, 3, and 5	Jason Martocchio 970-532-1160 <a href="mailto:jason@northeastradios.com">jason@northeastradios.com</a>	PPD: 2% - 10 days, 1.5% - 15 days, 1% - 20 days VPD: Discount Varies based on Manufacturer and Quantity purchased DDD: 2% offer - All deliveries must be made to a single location
Physio-Control, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003138</a>	VC6000263966 VL47	2 and 5	Customer Service 800-442-1142 <a href="mailto:physioquotes@stryker.com">physioquotes@stryker.com</a>	PPD: 2% - 10 days, 1% - 15 days, 1% - 20 days
PURVIS Systems Incorporated	<a href="#">PO-15-1080-OSD03-OSD03-00000003137</a>	VC0000505302 VL46	1, 2, and 5	Kim Capwell 401-849-4750 <a href="mailto:reachus@purvis.com">reachus@purvis.com</a>	PPD: 2.5% - 10 days, 2% - 15 days, 1% - 20 days, 0.5% - 30 days VPD: 2% offer DDD: 2% offer
R.B. Allen Co., Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003220</a>	VC6000062332 VL26	1 and 5	Jonathan Allen 603-964-8140 <a href="mailto:jonallen@rballen.com">jonallen@rballen.com</a>	PPD: 2% - 10 days
Safety Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003148</a>	VC6000173554 VL16	1, 2, 3, and 5	Joel Myerson 978-532-7330 <a href="mailto:joel@esafetyinc.com">joel@esafetyinc.com</a>	PPD: 2% - 10 days, 1.5% - 15 days, 1% - 20 days, 0.05% - 30 days
StationSmarts, LLC	<a href="#">PO-15-1080-OSD03-OSD03-00000003142</a>	VC0000765269 VL41	1	Dave Rocco 617-395-8410 <a href="mailto:dave@stationsmarts.com">dave@stationsmarts.com</a>	PPD: 1.5% - 10 days, 1.25% - 15 days, 1% - 20 days, 0.5% - 30 days VPD: Device Licenses Only: 30 or more Device Licenses - 5% off; 50 or more Device Licenses - 7.5% off; 100 or more Device Licenses - 10% off
Sun Valley Fire Equipment	<a href="#">PO-15-1080-OSD03-OSD03-00000003140</a>	VC6000176925 VL40	1	William Kushin 413-786-1221 <a href="mailto:sunvalley3@verizon.net">sunvalley3@verizon.net</a>	PPD: 1% - 10 days, 0.5% - 15 days, 0.25% - 20 days, 0.25% - 30 days VPD: 2% offer
United Divers, Inc.	<a href="#">PO-15-1080-OSD03-OSD03-00000003160</a>	VC6000161432 VL27	ALL	Jim Estabrook 617-666-0410 <a href="mailto:diverjime@uniteddivers.com">diverjime@uniteddivers.com</a>	PPD: 2% - 30 days
ZOLL Medical Corporation	<a href="#">PO-15-1080-OSD03-OSD03-00000003152</a>	VC6000166805 VL17	ALL	Peter Mastromatteo 339-440-0058 <a href="mailto:pmastromatteo@zoll.com">pmastromatteo@zoll.com</a>	PPD: 1% - 10 days VPD: AED plus, buy 15 get 1 free, Buy 25 get 2 free, buy 50 get 5 free

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 14 of 16





OPERATIONAL SERVICES DIVISION

# FIR04/FIR04A Contract User Guide

Vendor	MBPO#	MMARS Vendor Code Vendor Line (VL)	Awarded Categories	Contact Person Phone Email	Discounts <i>Prompt Pay (PPD), Volume Purchase (VPD), and Dock Delivery (DDD)</i>
<b>FIR04A Vendors</b>					
To find these vendors in MMARS please use MA # FIR04A*					
KMW Hardware Inc. dba AC&M Fire Equipment	<a href="#">PO-18-1080- OSD03-SRC3- 12539</a>	VC0000944001 VL20	1	Beckie Rosenberg 978-264-4412 <a href="mailto:accounting@acmfireequipment.com">accounting@acmfireequipment.com</a>	PPD: 2% - 10 days, 1.5% - 15 days, 1% - 20 days VPD: Negotiable - VPD is dependent on the volume purchased
Central Lake Armor Express dba Armor Express	<a href="#">PO-16-1080- OSD03-SRC02- 00000008170</a>	VC0000501812 VL2	3	Kristin Landis 231-544-6090 ext. 373 <a href="mailto:klandis@armorexpress.com">klandis@armorexpress.com</a>	PPD: 1.75% - 10 days, 1.50% - 15 days, 1.25% - 20 days
Ayacht Technology Solutions, LLC	<a href="#">PO-16-1080- OSD03-SRC02- 00000008167</a>	VC0000338338 VL3	ALL	Mark Ayotte 978-558-0160 <a href="mailto:mayotte@ayacht.com">mayotte@ayacht.com</a>	PPD: 2% - 15 days, 1.5% - 20 days VPD: 1%-to-30% Depending on Dollar/Quantity DDD: 2% offer
Beltronics, Inc.	<a href="#">PO-16-1080- OSD03-SRC02- 00000008158</a>	VC0000812578 VL4	ALL	Bernie Peabody 603-402-4144 <a href="mailto:bernie@beltronics.net">bernie@beltronics.net</a>	PPD: 2% - 10 days
Bob Barker Company Inc.	<a href="#">PO-16-1080- OSD03-SRC02- 00000008155</a>	VC6000253420 VL5	3	April Paskiewicz 800-334-9880 <a href="mailto:aprilp@bobbarker.com">aprilp@bobbarker.com</a>	PPD: 1% - 10 days, 0.5% - 15 days, 0.25% - 20 days VPD: Orders over \$6,000 are eligible for an additional 5% VPD. Orders less than \$6,000 may be considered based on the items – contact April P
RDC Communications, Inc. dba Cape Electronics	<a href="#">PO-16-1080- OSD03-SRC02- 00000008166</a>	VC6000165326 VL13	ALL	Dale Boisvert 508-394-2405 <a href="mailto:dale@capeelectronics.com">dale@capeelectronics.com</a>	PPD: 1.5% - 10 days, 1% - 15 days, 0.5% - 20 days VPD: Kenwood and Motorola Radios only (25 radios - 2% off and 60 radios - 3% off)
Community Fire & Police Equipment, Inc.	<a href="#">PO-16-1080- OSD03-SRC02- 00000008162</a>	VC6000249876 VL6	ALL	Patty O'Keefe 508-987-2247 <a href="mailto:patty@comfirepolice.com">patty@comfirepolice.com</a>	PPD: 1% - 10 days VPD: Call for discount quote on quantities over 100
East Coast Emergency Outfitter	<a href="#">PO-16-1080- OSD03-SRC02- 00000008161</a>	VC0000841274 VL14	ALL	Mark Boisvert 866-639-0279 <a href="mailto:sales@emergencyoutfitter.net">sales@emergencyoutfitter.net</a>	PPD: 2% - 10 days VPD: Discount will vary by manufacturer up to 10% DDD: 2% offer
Evolve Technologies Corp	<a href="#">PO-16-1080- OSD03-SRC02- 00000008163</a>	VC0000441624 VL17	ALL	Pamela Dubois 603-890-9007 <a href="mailto:pjohnston@evolvetechnologycorp.com">pjohnston@evolvetechnologycorp.com</a>	PPD: 2% - 10 days
Green Mountain Communications, Inc.	<a href="#">PO-16-1080- OSD03-SRC02- 00000008172</a>	VC0000467298 VL8	4	Catherine Drouin 603-717-7117 <a href="mailto:w.solutions@greenmtncomm.com">w.solutions@greenmtncomm.com</a>	PPD: 0.5% - 10 days, 0.25% - 15 days, 0.1% - 20 days
Guardian Uniform and Supply LLC <i>Vendor Sells Body Armor</i>	<a href="#">PO-16-1080- OSD03-SRC02- 00000008168</a>	VC0000203029 VL9	ALL	Theresa J. Goodrich 413-858-8880 <a href="mailto:terry@guardianuniform.com">terry@guardianuniform.com</a>	PPD: 1% -10 days, .75% - 15 days, .50% - 20 days VPD: 100+ of same ballistic type or spike type vest or armor – save an additional 1% off; 200+ of same – save an additional 2% off
Jurek Brothers Inc.	<a href="#">PO-16-1080- OSD03-SRC02- 00000008169</a>	VC6000156600 VL10	1, 2, 3, and 4	Greg Jurek 413-774-2783 / 2784 <a href="mailto:info@jurekbros.com">info@jurekbros.com</a>	PPD: 1% - 10 days, 0.75% - 15 days, 0.5% - 20 days VPD: 1% for orders of \$25,000 or more

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 15 of 16

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | [www.mass.gov/osd](http://www.mass.gov/osd)





OPERATIONAL SERVICES DIVISION

# FIR04/FIR04A Contract User Guide

Vendor	MBPO#	MMARS Vendor Code Vendor Line (VL)	Awarded Categories	Contact Person Phone Email	Discounts <i>Prompt Pay (PPD), Volume Purchase (VPD), and Dock Delivery (DDD)</i>
Lifeloc Technologies	<a href="#">PO-16-1080-OSD03-SRC02-00000008165</a>	VC0000176404 VL18	3 and 5	Amy Evans 303-431-9500 <a href="mailto:amy@lifeloc.com">amy@lifeloc.com</a>	PPD: 3% - 10 days, 2% - 15 days VPD: detailed in pricing document
Masimo Americas, Inc.	<a href="#">PO-16-1080-OSD03-SRC02-00000008171</a>	VC0000529900 VL11	2 and 5	Brad Spector 949-297-7043 <a href="mailto:bspector@masimo.com">bspector@masimo.com</a>	PPD: 0.5% - 10 days
Neptune Uniforms & Equipment, Inc.	<a href="#">PO-16-1080-OSD03-SRC02-00000008156</a>	VC6000159714 VL12	1, 2, 3, and 5	Mitchell Cohen 978-372-8812 <a href="mailto:mitch@neptuneuniforms.com">mitch@neptuneuniforms.com</a> <a href="mailto:accounting@neptuneuniforms.com">accounting@neptuneuniforms.com</a>	PPD: 3% - 10 days, 2% - 15 days, 1% - 20 days VPD: 1% offer
Point Blank Enterprises, Inc.	<a href="#">PO-16-1080-OSD03-SRC02-00000008160</a>	VC0000842702 VL19	3	Camila Mota 954-630-0900 ext. 1524 <a href="mailto:coliveira@pbearmor.com">coliveira@pbearmor.com</a>	PPD: 2% - 10 days, 1% - 20 day
Professional Services & Solutions, LLC	<a href="#">PO-16-1080-OSD03-SRC02-00000008164</a>	VC0000841277 VL15	ALL	Kevin J. Bulman 781-749-3647 <a href="mailto:kbulman@prossllc.com">kbulman@prossllc.com</a>	PPD: 2% - 10 day, 1% - 15 day, 0.5% - 20 day VPD: 2% based on 100 count units DDD: 1% offer
Shipman's Fire Equipment Co., Inc.	<a href="#">PO-16-1080-OSD03-SRC02-00000008157</a>	VC0000842031 VL16	ALL	Michael Kirchhoff 860-442-0678 <a href="mailto:mkirchhoff@shipmans.com">mkirchhoff@shipmans.com</a>	PPD: 2% - 10 days, 1% - 15 days VPD: Varies per manufacturer and quantities purchased – discount will be negotiated at the time of purchase. May not be combined with DDD DDD: 2% discount on orders exceeding \$200,000 by single manufacturer
**Conversion Vendor	<a href="#">PO-15-1080-OSD01-OSD10-00000003470</a>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

\* Note that COMMBUYS is the official system of record for vendor contact information.

## \*\* Conversion Vendor

1. The Conversion Vendor MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.
2. All awarded vendors are listed under this PO – click on the “Distributors” tab for a complete list.
3. Use this MBPO when obtaining at least three (3) quotes.
4. Once a decision is made go directly to the PO assigned to the awarded vendor to place order

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: March 22, 2018

Page 16 of 16

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | [www.mass.gov/osd](http://www.mass.gov/osd)